



## 2005 Professional Development Series

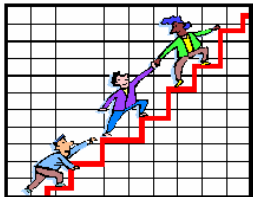
### ✧ *Essentials for Managing the Performance of Others*



### ✧ *Horse Sense for Leaders*



### ✧ *Professional Development Depends on Personal Development*



### ✧ *Faster, Quicker, Better!!*



### ✧ *Courageous Communication and Conversations in the Workplace*

*March 2005 – August 2005*

## ***Building on a Successful Approach to Leadership Development***

With feedback of past participants, we continue to build on the success and strength of our Public Service Professional training series. Due to the popularity, we have maintained the design to meet the intergovernmental training needs, unique to public service.

The topics address the common professional development challenges identified by public leaders throughout Oklahoma. Leveraging the power of our similar training needs allows us to negotiate the best price for all. Since the training is held in Oklahoma, agencies benefit from the cost avoidance associated with out-of-state travel and the associated extended duty time.

Due to the positive feedback from past training events, you will see three instructors from past years. However, their seminars are specifically prepared to topics they have not previously presented in Oklahoma. This will enable those who attended previous years to join us again, without receiving duplicate information.

### **Who Should Attend:**

All Public Service Professionals who:

- Are subject to a major change in the way they do business or are responsible for implementing major change;
- Are seeking to enhance current skills
- Want ideas on how to capitalize on current skills; and
- Need a local, low-cost, solution-focused training source.

### **Benefits to Attendees and Employing Agencies:**

By leveraging resources, we have created a synergy to obtain low-cost training provided by well-respected sources. This series also offers flexibilities that are not usually available in most long-term training programs.

An employing agency/manager can:

- send one employee to all five training workshops/seminars,
- maximize savings by purchasing the entire package and send a different employee to each, or
- tailor an individual's training and save through selecting one of the mini-series available.

The flexibility is unique and allows you to budget for an entire year's worth of courses at the lowest possible rate. Tickets will be issued for training days purchased; you decide how to distribute them. If the employee scheduled for training cannot attend, simply substitute another employee. Use the training tickets as developmental tools or incentive awards. You can also register an employee for individual training sessions, still at a cost-effective price. *You decide.*

***"Learning and Leadership are indispensable to each other"***

John F. Kennedy

### ***Why should I send an employee?...Why should I attend?***

"It's easy for managers to stress regular interaction with employees, but it's far more important to emphasize the quality of the interaction. You just don't walk around [the office] now, you have pointed, particular interactions with employees, especially around employee development, performance expectations and detailed, immediate and positive feedback." Jim Trinka

Traditional leadership development courses have focused on helping managers correct weaknesses in their leadership styles. Correcting weaknesses allows only for incremental improvement. The best leaders are characterized not by a lack of weaknesses, but by the possession of a few profound strengths. Building on these strengths is as much as eight times more effective than correcting weaknesses.

This training is designed to:

- ☒ Build on a leader's strengths,
- ☒ Introduce ideas of how current skills and abilities can be utilized in various ways to increase effectiveness, and
- ☒ Provoke thought surrounding philosophies and how we use them to guide our actions.

### ***Attire Suggestions for Training Days***

- A. Dress is business casual for seminars held at the Express Events Center. We recommend you bring a sweater or light jacket due to room temperature fluctuations.
- B. Cowboy attire is appropriate for the "Horse Sense for Leaders" sessions held at Redlands Community College in El Reno, OK. We encourage you to wear your boots and jeans for this training environment; bring a jacket in case the spring provides a cool day.

### ***HOW DO WE PAY FOR THIS?***



The Oklahoma FEB has coordinated this training so public employees may attend quality training without the cost and time associated with the need to travel. Each training course is designed to address one or more of the issues facing today's leaders. We are using two different facilities for the seminars this year. Four seminars and the ½ day session of Horse Sense for Leaders will be held at the Express Events Center located at 8512 NW Expressway in Oklahoma City, centrally located in Oklahoma. The first day of Horse Sense for Leaders on


May 24, 2005, we will be at the Equine Center of Redlands Community College in El Reno, Oklahoma. We have included maps for your convenience.

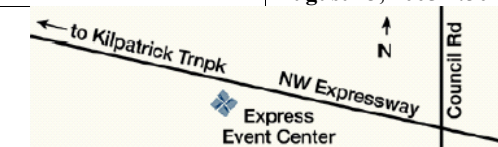
You have the flexibility of buying packages (maximum savings) or choose only the training sessions in which you are interested. Payment may be provided by check, cash, government voucher or credit card.

Date All Courses are from 7:30 a.m.--4:00 p.m.*	March 22, 2005	May 24 & 25, 2005
Title	Essentials for Managing the Performance of Others	Horse Sense for Leaders
	<p>The essential job of a manager is leading people and managing the performance of others. On the surface a simple task, but in reality how is this accomplished? What strategy works with which person?</p> <p>This session will take an in-depth look at influence strategies as well as criteria for selecting the most effective strategy for a given situation and person. A concurrent issue for today's manager in the ever-changing technological environment is how I know whom to believe, particularly when the task is one I've not performed myself. The class will also devote time for practicing skills for detecting when staffs are being truthful.</p>	<p>"There is a very fine line between offering leadership and guidance and getting in the way," Wood says. "It's not about submission. It's not about what you put on the horse's back. It's about what we put in his head."</p> <p>The goal of this program, built around observations of Woods equine training sessions, is not to imitate the cowboy's techniques. It is to listen to his running monologue and generate questions about our individual leadership styles, as well as gain new insights.</p> <p>Observers can see effective leadership in action and its results, minute by minute. Questions to ask include how the relationship is defined, setting expectations, communication, motivation and the definition of success.</p> <p>Each person will come away with a different set of lessons; not so much about 'new lessons' in leadership, but insight into what they already know.</p>
Instructor	Julia Teska, Ph.D. Managements Consultant & HR Trainer	Louis Wood and John Lord Lord/Thompson Associates LLC
Location	Express Events Center 8512 NW Expressway, OKC	<p><b>Day 1:</b> May 24th, 7:30am-4:00pm Redlands Community College Equine Center--El Reno, OK</p> <p><b>Day 2:</b> May 25th, 7:30 am-Noon Express Events Center 8512 NW Expressway, OKC</p>
*unless otherwise specified		

June 14, 2005	July 12, 2005	August 23, 2005
<b>Professional Development Depends on Personal Development</b>	<b>Faster, Better, Quicker!!</b>	<b>Courageous Communication &amp; Conversations in the Workplace</b>
<p>In a constantly changing workplace, it is important that we maintain meticulous records, communicate at all levels, efficiently administer our organization's resources, and effectively lead our employees.</p> <p>It is important for managers to remain vigilant in pursuing personal improvement, especially in our leadership development.</p> <p>Your overall professional development depends on personal initiative. It is helpful to understand expectations (yours and those of others) and move towards excellence in all we do.</p> <p>This seminar will address these topics AND offer you tools and strategies to accomplish your goals.</p>	<p><b>FQB!!</b> is designed for professionals who want to achieve greater success by reaching higher levels of personal effectiveness and efficiency.</p> <p>This workshop will provide information to enhance your focus, confidence, and intensity. Attendees will learn winning strategies for:</p> <ul style="list-style-type: none"> <li>➤ determining service priorities,</li> <li>➤ achieving performance targets, and</li> <li>➤ improving customer relations.</li> </ul> <p>Most importantly, attendance will expose you to strategies which can strengthen your professional confidence, communication, and equip you with creative problem-solving ideas.</p>	<p>In today's workplace, we do not need more "yes" people. These are the folks who avoid voicing their opinion at all costs. Neither do we need argumentative and difficult people.</p> <p>We need assertive leaders with the courage and conviction to speak with candor when the situation requires.</p> <p>This "hands-on, how-to" program will teach you to do exactly that—communicate courageously by using tact and diplomacy. You will learn key principles that guide courageous dialogue and easy-to-use strategies for being able to follow through and execute correctly.</p> <p>Most importantly, you will learn how to use courageous communication to maintain and strengthen workplace relationships.</p> <p>Join us for this educational, motivational and entertaining session.</p>
Nancy J. Lewis Progressive Techniques, Inc Express Events Center 8512 NW Expressway, OKC	G. Eric Gordon Common Sense Leadership Express Events Center 8512 NW Expressway, OKC	Mark Towers Speakout Seminars Express Events Center 8512 NW Expressway, OKC

## Locations of Training Days

	<b>March 22, 2005 7:30-4:00</b> <b>May 25, 2005 7:30-12:00*</b> <b>June 14, 2005 7:30-4:00</b> <b>July 12, 2005 7:30-4:00</b> <b>August 23, 2005 7:30-4:00</b>
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**8512 NW Expressway, Oklahoma City**

### From Lake Hefner Parkway (I-44):

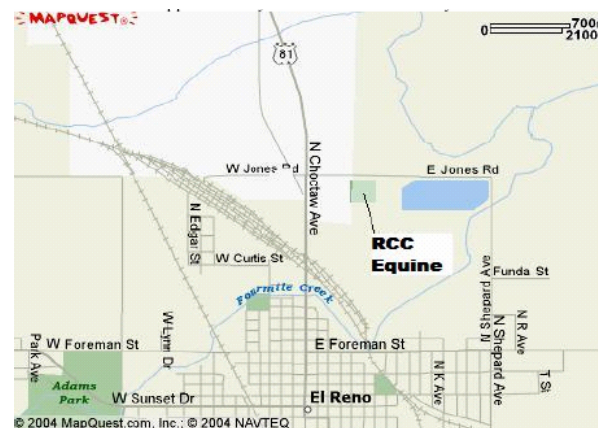
Exit at Northwest Expressway and travel west. Continue west past Council Road. At the next stop light (Harvest Hills), turn left (south) into the OKC Market Square shopping center. Turn right (west). The Express Event Center is straight ahead.

\* Second day of Horse Sense for Leaders



**Equine Center Tuesday, May 24, 2005**

**Directions:** Exit 123 on I-40 W, follow State Highway 81 through El Reno. State Highway 81 is Rock Island Blvd and Choctaw Ave. Jones Road is ¼ miles from the Rock Island Bridge over the former rail yard. Turn east on Jones Road and travel approximately 1/8th of a mile. Facility is on the south side of Jones Road.



**Professional Development Series**  
**Registration and Enrollment information**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

***Individual Training Day “Menu Prices”***

[ ]	Essentials for Managing the Performance of Others	March 22, 2005	\$139.00
[ ]	Horse Sense for Leaders *	May 24 & 25, 2005	\$195.00
[ ]	Professional Development	June 14, 2005	\$139.00
[ ]	Faster, Quicker, Better	July 12, 2005	\$139.00
[ ]	Courageous Communication & Conversations in the Workplace	August 23, 2005	\$139.00

\*This class is one and one-half days.

***\$\$ Price Saver Series \$\$***

[ ]	<b><i>Full Series—5 ½ Days</i></b> <i>March 22, May 24-25, June 14, July 12, &amp; Aug 23</i> <b><i>\$650.00</i></b>	[ ]	<b><i>Executive Series</i></b> <i>March 22, May 24-25, &amp; July 12</i> <b><i>\$425.00</i></b>	[ ]	<b><i>Manager Series</i></b> <i>May 24-25, June 14, &amp; Aug. 23</i> <b><i>\$425.00</i></b>
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Agency/Registrant may pay by cash, check credit card or government voucher.

Please mail this registration to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

Please call the FEB Office, 405-231-4167 with questions regarding this training series.

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 10, 2005. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

**Oklahoma Federal Executive Board**  
**215 Dean A. McGee, Suite 320**  
**Oklahoma City, OK 73102**